

Revised 9/06	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. GE-18
SUPERSEDES		SHEET 1 of 2
SUBJECT: INSTRUCTIONAL PROGRAMS (INSTRUCTION HOURS)		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: General As item: GE-18

I. PURPOSE

The purpose of this policy is to clarify what qualifies for classroom instruction hours and the procedure for instances where school districts and/or charter holders do not meet the statutorily mandated annual instruction hours.

II. POLICY

- a. Instruction hours are instructional programs that have classes or courses taught that meet the statutorily mandated annual instruction hours pursuant to A.R.S. 15-901 A 2 (a) (b) (c).
- b. A student must be enrolled in an instructional program that meets for a total of the required annual classroom instruction hours per grade as specified in A.R.S. 15-901 A 2 (a) (b) (c).
- c. Instruction hours are an instruction program in which a student is enrolled in a course of study required by the state board of education. A full time instruction program must meet the annual classroom instruction hours as required by A.R.S. 15-901 A 2 (a) (b) (c). A less than full time instruction program must be prorated in accordance with A.R.S. 15-901 A 2 (a).
- d. Instruction hours does not include:
 1. Lunch, breaks, and recesses pursuant to A.R.S. 15-901 A 2 (B) (i).
 2. Early release or late start hours, since an instructional program is not being provided.

III. PROCEDURE

If school districts or charter holders are not in compliance with annual classroom instruction hours pursuant to A.R.S. 15-901 A 2 (a) (b) (c), then annual equalization funding will be prorated accordingly.

Example:

A school with deficient annual hours will have their reported membership decreased based on the actual amount of instruction hours provided compared to the required annual hours. For instance, a school that provides 90 % of the required hours will have the reported membership days reduced by 10 %, thus ADM will be reduced by 10 %. Annual equalization will be based on this revised ADM.

